

**FLORIDA DEPARTMENT OF STATE
REPORT ON EXPENDITURE OF TITLE I FUNDS DURING CALENDAR YEAR 2004**

As requested by the U. S. Election Assistance Commission, listed below is a detailed list of expenditures and a description of the related activities conducted by the Florida Department of State during calendar year 2004 utilizing HAVA Title I funds.

COMPLYING WITH REQUIREMENTS OF TITLE III - \$1,623,298

One of the requirements of Title III includes development and implementation of a single statewide voter registration list. In order to begin the development of a system in Florida that meets the criteria outlined in HAVA, the 2003 Florida Legislature appropriated \$1 million for Phase One Development of the Florida Voter Registration System (FVRS). Funds were provided to conduct the research and planning required in order to design and develop the system.

The Legislature also authorized establishment of nine full-time positions to assist with developing and implementing the FVRS. Five of the positions are assigned to the Department of State and two each are in the Florida Department of Highway Safety and Motor Vehicles (HSMV) and the Florida Department of Law Enforcement (FDLE).

One of the five positions in the Department of State has been designated as Project Manager. The remaining four positions have been utilized to conduct research and planning for the project that was required prior to initiating the development phase of the system. Positions at HSMV and FDLE are working with the Department of State to determine ways to coordinate databases maintained by those agencies with the Florida Voter Registration System.

The Department of State contracted with a consulting firm to provide project management and quality assurance services for the project. A separate firm was retained to assist with application design and engineering services.

As the project has developed, funds have been expended to purchase software licenses for software programs that will be used to operate the system. Other funds were used to provide training for employees who will be using the software programs.

Other expenditures related to development of the FVRS include travel expenses for project team members who held numerous meetings with Florida's supervisors of elections and their staff as well as vendors of voter registration systems that conduct business in Florida. Project team members also conducted site visits with election officials in other states that utilize centralized voter registration systems.

Development of the statewide voter registration system (FVRS) is described extensively in the HAVA State Plan on pages 26 through 33, page 38 and page 56.

ELECTIONS ADMINISTRATION - \$394,436

The Department of State established three positions to provide administrative oversight and coordination for HAVA-related activities. Employees in these positions are responsible for monitoring HAVA expenditures to assure compliance with federal requirements regarding their use. These positions administer several contract programs that provide funds to supervisors of elections for HAVA-related activities including voter education as well as funds utilized to purchase voting systems equipment.

Recommendations regarding establishment of positions associated with HAVA Oversight and Reporting can be found on page 59 in the HAVA State Plan.

Other Title I expenditures include costs associated with printing documents that were provided to supervisors of elections to meet the requirements of HAVA including "Instructions to Voters" posters and "Stamp Out Voter Fraud" posters. Additional publications that were printed and distributed to supervisors of elections include revised "Florida Voter Registration Application" forms, "Florida Registration and Voting Guide" and "A Compilation of Florida Election Laws."

Reference to posters/publications required by HAVA can be found in the State Plan on pages 20 through 24 and on page 60.

The Department of State used Title I funds to contract with an organization to develop two programs that were used by supervisors of elections to assist with providing elections-related information to Florida's citizens. One of the programs included development and distribution of materials that could be used in all counties throughout the state to encourage voter participation in the 2004 elections. The program included instructions and ideas for utilizing the materials. The other program involved developing and conducting a voter awareness and education program regarding the use of Direct Recording Equipment (DRE's).

These programs are included in Florida's HAVA State Plan on page 45.

VOTER EDUCATION - \$2,333,346

During 2004, Florida distributed \$2,333,346 to Florida's 67 county supervisors of elections to assist counties with conducting voter education programs. In order to receive voter education funding, counties were required to submit a detailed voter education plan to the Department of State along with a certified statement from the Board of County Commissioners providing matching county funds in the amount of fifteen percent (15%) to be used exclusively for voter education.

The Department of State recently conducted a survey regarding voter education programs being conducted in each county and prepared a report regarding the various types of voter education activities being utilized throughout the state. Responses to the survey indicated that counties are using voter education funds to disseminate information regarding the elections process through a variety of mediums in order to target as many diverse populations throughout the state as possible. Examples of voter education programs include the following:

- Printing and mailing sample ballots to registered voters
- Publishing sample ballots in local newspapers including those that target specific populations such as minority and college-age voters
- Conducting voting systems demonstrations at various types of locations including malls, businesses, community events, assisted living facilities and schools. Demonstrations included instructions on completing a ballot as well as using the voting systems equipment
- Printing a variety of publications with elections-related information including posters regarding voters rights and responsibilities to display at each polling place
- Conducting voter registration drives in a variety of locations such as malls, schools and businesses

A number of other voter education programs have been successfully implemented in the counties with excellent response from local citizens. It is apparent that counties are being innovative and

resourceful in utilizing voter education funds in order to inform and educate citizens about the elections process.

Florida's voter education program is discussed in detail in the HAVA State Plan on pages 37 through 47 as well as on page 58.

TRAINING ELECTION OFFICIALS, POLL WORKERS AND ELECTION VOLUNTEERS - \$23,331

The Department of State contracted with a communications consulting firm to develop and prepare a video titled "Conflict Management Skills for Poll Workers." It was used to help poll workers understand how to handle potentially difficult situations at polling places. The video was distributed to each of the 67 county supervisors of elections to use as part of their poll worker training.

Development of this video was not specifically addressed in the HAVA State Plan, however, it is consistent with the direction outlined in the State Plan for training poll workers found on pages 49 and 50.

DEVELOPING STATE PLAN - \$33,468

The Department of State contracted with a consulting firm to facilitate revisions and updates to the HAVA State Plan. The firm worked with Department staff to draft proposed revisions to the original plan and to develop goals and performance measures to present to the HAVA State Planning Committee for review, discussion and inclusion in the revised document.

In addition to consultant firm fees, expenditures related to this activity included travel expenses for HAVA State Planning Committee members and Department of State staff who attended the State Planning Committee meetings. The meetings were held in two different geographical locations in Florida in order to provide accessibility to all citizens who were interested in attending and/or participating in the meetings.

Management of the State Plan and State Planning Committee is addressed on page 59 in the HAVA State Plan.

INTEREST ACCRUED

During 2004 the Department of State invested Title I, Section 101 funds and accrued \$347,160.87 in interest.

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**FLORIDA DEPARTMENT OF STATE
REPORT ON EXPENDITURE OF TITLE II, SECTION 251 FUNDS
OCTOBER 2004 THROUGH SEPTEMBER 2005**

As requested by the U.S. Election Assistance Commission, listed below is a detailed list of expenditures and a description of the related activities conducted by the Florida Department of State utilizing Help America Vote Act (HAVA) Title II, Section 251 funds during the period from October 1, 2004 through September 30, 2005.

VOTING SYSTEMS ASSISTANCE - \$11.6 Million

During the current reporting period, Florida distributed \$11.6 million to county supervisors of elections to purchase voting equipment that is accessible to individuals with disabilities. Funds were appropriated by the Florida Legislature in order to ensure that all counties had at least one accessible voting system at each polling place by January 1, 2006. Prior to distribution of the funds, counties were required to provide certified statements to the Department of State indicating the number of polling places in use and the number of accessible voting systems owned by the county. There were fifty-one (51) counties that required accessible voting systems in order to have one per polling place by January 1, 2006.

The HAVA State Plan includes references to acquiring accessible voting equipment for individuals with disabilities on pages 13 through 15 and on page 61.

STATEWIDE VOTER REGISTRATION LIST - \$11,171,771

Title II funds were utilized to continue development of a statewide voter registration system pursuant to requirements in Title III, Section 303 of the Help America Vote Act. The Florida Voter Registration System (FVRS) is a real-time system that contains the name and voter registration information of all voters in the state. The system allows counties to continue to use their existing systems with modifications to interface with the FVRS.

During the current reporting period, the Department of State issued bids to procure the services of two contractors to assist with implementing the FVRS. One vendor was selected to serve as the Prime Contractor and provide systems integration and software development for the FVRS. A second vendor was selected to provide project management and quality assurance to oversee the development and implementation phases of the FVRS.

In addition to the two primary contractors, the Department began the process of acquiring the necessary hardware and software required to implement the FVRS including back-up systems. Items purchased included servers, switching modules and various software systems needed to operate the system. An uninterruptible power supply (generator) was purchased to provide back-up operation during electrical outages and/or disasters. Other expenses included training provided to Department of State employees to give them the necessary skills to utilize the software being used to operate the system.

Other costs associated with the FVRS during the current reporting period include salaries for eleven positions in the Department of State, two positions at the Florida Department of Highway Safety and Motor Vehicles and two positions at the Florida Department of Law Enforcement.

These positions provide support for the various hardware and software systems being utilized to operate the system, legal expertise, and administration of a new bureau established to provide voter registration services for all of Florida's 67 counties.

Reference to the statewide voter registration system can be found in the HAVA State Plan on pages 26-31, 56-57 and 61.

INTEREST ACCRUED - \$3,696,730

During the current reporting period the Department of State invested Title II, Section 251 funds and accrued Interest in the amount of \$3,696,730.

STATE MATCHING FUNDS - \$385,000

During the current reporting period, Florida spent \$385,000 in State Matching funds.

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